

Department of Development Services – West Region
JOB OPPORTUNITY
Human Resources Specialist

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current EXAM List

Location: Human Resources – Rowland Government Center

Job Posting No: 017265

Hours: Monday – Friday 8:00am – 4:30pm; RDO's Saturday, Sunday.

Salary: \$2,551.88/bi-weekly

Closing Date: May 13, 2013

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Human Resources Specialist** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Duties are consistent with the Human Resources Specialist job classification. This position will be responsible for managing the Workers' Compensation function for both the West Region and Southbury Training School. Responsible for reviewing and monitoring new and existing claims analyzing the causes of injury and validity of the claim and case management; works closely with the Attorney General's office with contested claims. Oversees the completion of necessary OSHA documents and ensures OSHA compliance is maintained, participates on the Regional Safety Committees. Represents the West Region/STS at workers compensation hearings; coordinate light duty and utilizes DAS Selective Duty Program for reimbursement. Responsible for file reviews with Third Party Administrator Inc.; management and the coordination of the Family and Medical Leave Act, other leave programs, American with Disability Act and Employees Assistance Program. Performs related duties as assigned

General Experience: Seven (7) years professional experience in human resources management.

Special Experience: One (1) year of the General Experience must have been at the junior working level in human resources management. For state employees this is interpreted at the level of Human Resources Associate or Human Resources Consultant 1.

Special Requirements: Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within six (6) months of appointment. Must have Driver License, will be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

Department of Developmental Services - West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Fax: 203-574-8857
Belinda.Weaver@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.